



# APPLICATION PACK

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Role

Graduate Creative (Drama)

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September 2023

# INTRODUCTION

Eastbourne College is a co-educational HMC independent school of some 640 pupils of whom half are full-time boarders. It is a strong community with excellent links to local schools and Eastbourne.

Academic standards are very high with an average of almost 80 per cent of A-level grades at A\*, A or B in recent years. At GCSE, 66 per cent of all grades were awarded 7 to 9 (or equivalent). The College recruits from a wide-ability range, and value-added outcomes are exemplary. The majority of College leavers enter higher education at leading universities at home or abroad.

The College operates as a full boarding school, with day pupils and boarders sharing the same wide curriculum. Day pupils can complete prep in houses; buses run at 6.00pm and 8.00pm on weekdays.

c. 640  
pupils

80%  
A\*, A or B  
A levels

~ 66%  
grades 7 to 9  
at GCSE



We are proud of our rich, cultural and sporting traditions. The Birley Centre is a hub of music practice, performance, composition and recording. There is an established partnership with Glyndebourne and links with Ballet Rambert, local artists and musical ensembles. College artists exhibit in London, actors have starred in film, TV and the Edinburgh Fringe; the Design and Technology Department wins an extraordinary number of Arkwright scholarships. We have an enviable sports reputation, with Eastbournians competing at county level in cricket, hockey, rugby, netball and tennis; several have gone on to achieve international honours. There are also thriving service programmes, including CCF and Duke of Edinburgh.

As we celebrated our 150th year, the College completed the most ambitious development project in its history with Project 150 delivering over 30 state-of-the-art classrooms, ICT suites, a new swimming pool, café, school shop, dance studio, sports hall, squash courts, dining hall and fitness suite. We believe we have some of the best facilities of any school in the UK. For further information about Project 150 please visit the website:

<https://www.eastbourne-college.co.uk/about-us/our-future/>

We place great emphasis on a school in which education is built on core values and positive, supportive relationships. These central qualities endure long after a pupil moves on, with the five key values of participation, the pursuit of excellence, integrity, courtesy and kindness being the bedrock upon which their education stands, providing the wherewithal to flourish both at school and beyond.



PURSUIT OF  
EXCELLENCE  
PARTICIPATION  
INTEGRITY  
KINDNESS



Our  
150th  
year



30  
State of the  
art classrooms





# THE POST

The College seeks to appoint a recent graduate to provide inspiration and enrichment to pupils' learning within the creative arts. The right person will have a marvellous opportunity to work in a stimulating environment where resources, buildings, colleagues and pupils all strengthen the process of teaching and learning.

In addition to helping support the delivery of the academic curriculum, the post would include delivery of LAMDA provision. A keen interest and/or experience in debating and acting for camera/TV production would be an advantage. It is expected that the successful applicant will bring their own talents, skills, ideas and interests to develop the creative learning experiences of our boys and girls.

The post would suit someone looking to apply their skills in a new context, providing fresh opportunities for reflection, research, presentation and production. The successful candidate will have the ability to nurture pupils' creativity while communicating enthusiasm and arousing curiosity through their inspirational support and guidance.

The post would be particularly suitable for those wishing to gain experience of working within a high-performing department in preparation for further study, or before gaining QTS.

## Creative Arts at Eastbourne College

In addition to its academic offering, the College offers a full and exciting programme of activities in art, dance, design & technology, drama, music, photography and textiles. The College works with a number of professional creative practitioners and national arts organisations, such as the Rambert Dance Company, Lewes Live Literature and Culture Shift.

We also work with individual artists and organisations such as the Royal Society of Arts to provide project, workshop and lecture/recital opportunities for our students. There is a vibrant, rolling programme of professional artists' work and work from our art students exhibited in the Birley Centre. The visiting artists are encouraged to offer workshop opportunities and master-classes to our students wherever possible. In addition, we work with local community organisations and charities, such as St. Wilfrid's Hospice and are keen to foster links with other local schools and colleges.

Activities and events that may be of wider interest are published in our termly Arts Programme. This includes College productions and shows put on by professional companies and performers at the College, many of which are of interest to members of the Eastbournian Society

# THE DEPARTMENT

The College has enjoyed a long and distinguished reputation for drama productions that involve pupils from all year groups and houses.

The academic department delivers a Year 9 programme to all pupils and then becomes a popular option at GCSE and A level. We currently follow the AQA syllabus and achieve outstanding results.

Although the academic course is geared towards the study of drama, the highlight for most drama pupils is still the practical work. A2 and AS productions at the end of the Lent term and GCSE performances in the summer term are of an extraordinarily high standard, with many pupils opting to be assessed for design elements including set, costume, lighting and sound, resulting in polished performances with very high production values. The aim is always to entertain an audience and we are rewarded with large and enthusiastically appreciative audiences for all academic presentations, the Eastbourne team ethos being as strong in the auditorium as it is on stage.

The drama department hosts a great many curricular and co-curricular productions and events. The College Theatre features as an important venue on the small-scale professional touring circuit and supports a wide ranging programme of professional companies, many of whom offer workshops to accompany their performances.

For further details of College productions, please see the relevant pages of the school website:

[www.eastbourne-college.co.uk/Drama](http://www.eastbourne-college.co.uk/Drama)

## Performance Spaces

Drama facilities are excellent. College Theatre seats 284 and is at the heart of the school. It is used throughout the year for College productions and a full programme of visiting professional productions as well as numerous house concerts and revues. A brand new foyer and circulation space for College Theatre has been created as part of Project 150, the most extensive development project in the school's history.

The Le Brocq Studio theatre seats 120 and is used for day-to-day teaching, smaller productions and presentations. The outdoor Dell theatre seats 90 and is used in the summer festival week for the lower sixth play and other smaller scale events while the Jennifer Winn auditorium in the recently opened Birley Centre also provides a versatile space with an acoustically-designed, 160-seater auditorium with sprung floor. The Dell Theatre is an outdoor performance space that regularly hosts student-led productions in the summer term.

# JOB DESCRIPTION

|                        |  |
|------------------------|--|
| <b>Job Title:</b>      | Graduate Creative (Drama)  |
| <b>Responsible to:</b> | The Director of Drama  |
| <b>Job Summary:</b>    | To provide inspiration and enrichment to pupils' learning of drama and across the creative arts. |

## Teaching, learning and creativity

- To assist in the delivery of the academic curriculum in drama.
- To lead pupils in preparation for LAMDA examinations.
- To assist in the debating programme.
- To assist with the co-curricular delivery of a termly series drama.
- To be proactive, reliable and to demonstrate initiative within the busy, creative life of the school.
- To stamp their ideas, innovation and personality on the school's creative arts offering.
- To communicate enthusiasm and generate curiosity in pupils' creative endeavours in the school.
- To provide skilled technical support within the department.
- To assist in school productions, house events and other opportunities to showcase pupils' work.
- To mark and assess pupils' work, as appropriate, in line with department and College policies.
- To keep accurate and up-to-date records of the progress of the pupils being supported and to make regular evaluation accordingly.
- Where appropriate, to report on pupils' progress through the College's eRC and other reporting processes.
- To provide supervision and support for pupils working in the drama department outside of timetabled time.
- To carry out any other duties associated with the role as requested by the Headmaster or Senior Management Team.



# JOB DESCRIPTION

## General

- To promote and uphold the College's core values both in and out of the classroom.
- To support the development of all pupils through the unspoken curriculum (the way pupils learn to treat each other and the way they are expected to behave).
- To attend regular meetings of the drama and other creative arts departments, as appropriate.
- To liaise with tutors and Hsms regarding pupils' progress and attendance.
- To attend staff meetings as requested by the Headmaster.
- To attend parents evenings as requested by the Headmaster.
- To proactively support the implementation of College policies and practices.
- To participate in the school's appraisal and performance management processes.
- To identify personal training needs / aspirations and to attend INSET as required by the HoD, the Deputy Heads or the Second Master.

In making the appointment the Headmaster will have regard to the experience and potential specifically exhibited by candidates. The exact delineation of responsibilities will be determined by the strengths and interests of the appointee.

This job description may be altered to meet changing educational context at the discretion of the College.





# JOB DESCRIPTION

## Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.

The post holder will be engaging in regulated activity.

In making the appointment the Headmaster will have regard to the experience and potential specifically exhibited by candidates. The exact delineation of responsibilities will be determined by the strengths and interests of the appointee.

This job description may be altered to meet changing educational context at the discretion of the College.



# PERSON SPECIFICATION

Applicants should be able to demonstrate the following

| Attribute                | Essential  | Desirable   |
|--------------------------|--|---|
| Education and Training   | <ul style="list-style-type: none"> <li>• Educated to good degree standard (or equivalent) in drama or similar discipline</li> <li>• Evidence of continuous personal and / or professional development.</li> </ul>  | <ul style="list-style-type: none"> <li>• Teaching qualification</li> <li>• Post-graduate degree.</li> </ul>   |
| Knowledge and Experience | <ul style="list-style-type: none"> <li>• The ability to support the teaching of drama to GCSE and A-level</li> <li>• The ability to prepare pupils for LAMDA examinations</li> <li>• A knowledge of debating/rhetoric</li> <li>• An ability to work in TV production – either operating a camera or editing</li> </ul>   | <ul style="list-style-type: none"> <li>• Schools experience</li> <li>• Experience of working in a boarding/residential environment</li> <li>• An ability to support pupils in debating or competitive debating</li> </ul> |
| Skills                   | <ul style="list-style-type: none"> <li>• Excellent communication and listening skills</li> <li>• Strong organisational and administrative skills</li> <li>• A high level of ICT competency</li> <li>• An inclusive manner and the ability to work in a team</li> <li>• The ability to interpret quantitative and qualitative feedback; to monitor and evaluate.</li> </ul>   |   |
| Personal Qualities       | <ul style="list-style-type: none"> <li>• A belief in the College's core values and the determination to uphold them</li> <li>• An ability to set deadlines, meet them and manage expectation against them</li> <li>• An ability to build, foster and sustain positive relationships with all in the College community</li> <li>• Patience, compassion, courage, resolve and objectivity</li> <li>• Dedication, loyalty, commitment and positivity</li> <li>• Capacity for hard work</li> <li>• An ability to embrace change and development positively</li> <li>• Being a positive role model for all in the College community by virtue of approachability, personal conduct and standards of expectation.</li> </ul> |   |

A photograph of a woman with long blonde hair and glasses, smiling and looking to her left. She is wearing a dark jacket with a crest on the sleeve and a lanyard with an ID badge. The entire image is overlaid with a semi-transparent green filter. The word "INFORMATION" is written in large, white, sans-serif capital letters across the middle of the image.

# INFORMATION





## SALARY AND CONDITIONS

- Contract:** One year fixed-term contract pending further review in the Summer Term 2024.
- Hours of work:** Your hours of work will be those necessary to fulfil the requirements of the job but unlikely to be less than 40 hours per week and to be worked flexibly to meet the operational needs of the College during term time only. Tutoring in a Boarding house will require working some evenings and weekends. Your actual working hours will be advised to you by your Line Manager and may be changed from time to time.
- Salary:** £18,450 per annum subject to uplift from 1/9/23
- Holidays** 28 days' holiday to be taken during College holidays. In addition, you will not normally be required to work during normal College holidays
- Pension:** After three months' service, you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on level of earnings. You may also choose to opt in to the pension scheme. The College will contribute 5% of gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.
- Other Benefits:** Single occupancy accommodation may be available.  
Free meals during term time  
Free use of College facilities.



## SAFEGUARDING STATEMENT

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.



## EQUALITY STATEMENT

Eastbourne College (Incorporated) welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the well-being and education of the pupils.





## HOW TO APPLY

To apply, please visit [www.eastbourne-college.co.uk/contact/employment-opportunities](http://www.eastbourne-college.co.uk/contact/employment-opportunities) and click the **Apply Now** button to complete the required application form.

A letter of application (addressed to the Headmaster), evidencing your suitability for the post against the job description and person specification described above, and an up-to-date CV should be uploaded with this online application form.

For further information please contact [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk)

Please provide two or three referees, from whom we will request references should you be shortlisted for the post.

- One referee must be your current or most recent employer (for teachers this means your head, or a line manager's reference countersigned by the head).
- Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.
- Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends or current employees of Eastbourne College or St. Andrew's Prep.
- Referees will be asked about whether you have been the subject of any safeguarding concerns.

Applications should be received by no later than noon on **Monday 12 June 2023**.



## POSTSCRIPT

There are many attractions to teaching at Eastbourne College, not least its location on the south coast in on the sunniest parts of the country.

The College provides a safe, urban environment in an attractive part of a peaceful town where pupils have easy access to cinemas, shops and theatres at appropriate times, and this strengthens the boarding experience. The railway station is close, with easy travel to Gatwick (one hour) and London (under 90 minutes) and the beach is a five-minute walk away.

The school is a strikingly happy, cohesive and coherent community. We look forward to meeting you.